

MINUTES

Administrative Management Advisory Group

22 October 1979

PRESENT: Margaret S. - OP, Chairperson  
Robert P. - ISS  
Donald W. - OL  
Elizabeth J. - OMS  
Bill M. - OF  
[REDACTED] - OS  
[REDACTED] - MG, Recorder

25X1A

1. The meeting was called to order at 1500. It was noted that Alan S., OC, was no longer a member of ADMAG, and a member from Office of Communications would be selected.

2. Energy Conservation:

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Mr. Donald W. introduced [REDACTED] Plans and Programs Staff, Office of Logistic who gave a presentation on energy conservation and the role of the newly created Agency Energy Committee. [REDACTED] indicated that the Director of Logistics has primary responsibility for energy matters as the Agency's Energy Conservation Coordinator and works closely with GSA who are responsible in particular for energy related to the physical plant. The Agency Energy Committee was created to focus more attention at the senior level on energy matters and to provide a focal point for the development of ideas for improvements in energy conservation.

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The Agency Energy Committee currently is focusing its efforts in three areas: physical plant, transportation, and employee awareness. By Presidential directive the Agency has been directed to reduce energy consumption by 5% in 1979 and to set temperatures at 65° in the winter and 78° in the summer, while hot water is to be heated to no higher than 105°. Use of heaters and fans is restricted to areas certified by Headquarters Engineering Branch (HEB):

With respect to current measures involving the physical plant, HEB is examining the use of heaters and fans in the building. The Uninterrupted Powers System (UPS) was examined in terms of energy consumption and it was concluded that requirements for backup power outweighed the possible energy savings. Additional engineers dedicated to examining energy saving ideas will be added to HEB. And finally, GSA will install a medium size boiler in the heating plant to reduce the requirement to use a larger boiler.

In the area of transportation measures, efforts are being made to utilize shuttle services and official vehicles within 1978 gas allocation, and there is a proposal to limit reimbursement for use of POVs when shuttle service exists. Logistics is also looking into emergency energy contingency plans linked to DOD, GSA, and the U.S. Postal Service for providing support to official vehicles in [REDACTED] locations where POVs are now used extensively.

STATINTL

As far as employee awareness is concerned, Logistics has placed DOE material on energy conservation in the Credit Union for employees and stocks there are rapidly being depleted. Logistics is also conducting a survey on van pooling as a means of reducing fuel consumption by employees traveling to and from work. Flexitime is being introduced in some Agency components as a means of reducing employee commuting. Charges for parking in government parking lots will go into effect as of 1 November 1979 for many areas as a Government-wide effort to discourage individual driving and encourage carpools, vanpools and use of public transportation. Employee suggestions are also being sought to reduce energy consumption.

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At the conclusion of [REDACTED] presentation, the areas in which ADMAG could offer a contribution to energy conservation were discussed. It was suggested that promoting the use of official transportation over POV use, trial use of flexitime, and encouraging the development of energy conservation ideas were possible areas of activity.

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The Chairperson asked Bob P. to obtain more information about flexitime, particularly from DDA/ODP and DDO/IMS who have trial experiments with it, and report back to the Group. [REDACTED] was asked to attach the minutes of the last Agency Energy Committee meeting to this meeting's minutes, and for each member to give some thought to energy conservation and bring possible ideas for improvements to the next meeting.

### 3. Constructive Ideas for Improving GSI Cafeteria Service

Larry P. was not present at the meeting to present a report on improving GSI cafeteria service, however it was decided to adopt the proposals indicated in the minutes from the last ADMAG meeting. Margaret S. will get the report from Larry P., add some introductory comments and send out the suggestions to GSI.

### 4. Financial Status of EAF

Bill M. will be meeting with EAF and expects to report back to ADMAG at the next meeting.

5. Weather Emergency Bulletin

Margaret S. advised that weather emergency bulletin to employees will be issued shortly by Personnel.

6. Access to Employee Records

This subject will be discussed at the next meeting.

7. Consolidation of ADMAG Files

Bob P. has cleaned out and consolidated the official ADMAG files. It is suggested that members reduce their own holdings by comparing materials now on file and destroying excess materials. New members will be able to read the official files to reduce the need for members to keep past year files.

8. New Business

None.

9. The next meeting is to be held Monday, 19 November 1979, at 1500 hours in the DDA Conference Room, 7D32 Headquarters. The meeting was adjourned at 1640 hours



Recorder

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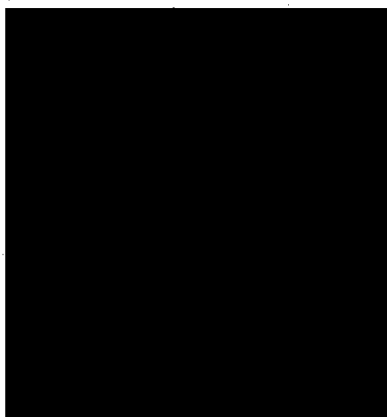
5 October 1979

MEMORANDUM FOR THE RECORD

SUBJECT: Meeting of Agency Energy Committee -  
3 October 1979

1. The second meeting of the Agency Energy Committee convened at 1330 hours on 3 October in Room 7D32 Headquarters. The following were in attendance:

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Office of Logistics  
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Office of Logistics  
Office of Data Processing  
Office of Personnel  
Office of Communications  
DDA Staffs  
DDS&T  
DDO  
NFAC

25X1A

2. [REDACTED] gave a quick run-down of the topics that were discussed at the last meeting. The action officers then gave the following project updates:

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a. Use of Fans and Heaters: The Director of Logistics has authorized [REDACTED] of the Real Estate and Construction Division, OL, to approve requests for the use of fans and heaters. In all cases in which a fan is requested, an engineer will make an assessment of the temperature reading to determine if there is, in fact, a problem. He will then make contact with the building manager to see if the deficiency can be corrected. If all else fails and there is still a ventilation or temperature problem, then a fan will be authorized.

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SUBJECT: Meeting of Agency Energy Committee - 3 October 1979

Heaters - There is even a greater reluctance to issue heaters than fans. In the past, any heater that has been authorized has been on a short-term basis. No heaters have been officially issued to an office. It was suggested that we start a campaign this winter to identify unauthorized heaters and have them taken home or turned in as part of our energy conservation program. The use of personal heaters is prohibited, and tight controls would be needed in order to make the program effective. Language to this effect will be incorporated into the headquarters notice that is soon to be published on the use of heaters and fans. The notice will also include a statement on what steps should be taken if the temperature dips below 65°.

b. Uninterrupted Power System (UPS) - Both ODP and Commo have looked at the criticality of the UPS, and the decision was made to back-off on the issue of discontinuing the UPS as an energy saving measure. ODP and Commo will prepare a memorandum of justification for the retention of the UPS.

c. Small Boiler, Power Plant - A study was conducted on the feasibility of introducing an intermediate-sized boiler into the power plant in lieu of the three enormous boilers that are currently in use. The design has now been accomplished, with bid opening scheduled for the 18th of this month. Small boilers will still be needed in the cafeteria and in the Printing and Photography Division, with the main power plant being cut down completely. As a result, there may be no hot water in the rest-rooms next summer.

d. Assignment of Engineer - The Real Estate and Construction Division, OL, will be devoting some engineering manpower to cost out some major energy saving ideas. Some of the things they will be looking at include: investing in drapes all over the building, using Mylar coating on windows, and the feasibility of closing the Director's garage.

SUBJECT: Meeting of Agency Energy Committee - 3 October 1979

e. Pamphlets - Pamphlets containing energy conservation tips are very popular items, and will continue to be made available to all interested employees.

f. Vanpools - The headquarters notice on vanpools will be distributed in the near future. Although there is no leasing company currently established in Virginia, it is hoped that a positive response from those employees living in Virginia may prompt action on the part of appropriate officials in the State of Virginia. One of the many benefits to be derived from vanpooling is that employees will be exempt from paying parking fees.

g. Parking Policy - A headquarters notice establishing rates is now on its way to Regulations Control Division. Those buildings that will be charged for parking initially are NPIC, F Street, and 2430 E Street. Rates for the first two years will be at one-half the full fare rate.

h. Logistical Services - The Logistics Services Division, OL, is being bombarded with requests for increased services. In order to conserve energy, people must be willing to give up additional courier and shuttle runs. We are still operating with our 1978 gasoline allocation, with a 5-gallon limit being pumped at the Motor Pool for official and U-Drive vehicles. Directorate reps were asked to take a closer look at their POV reimbursement policies, especially in those cases where shuttle service is available. Now is the time to take action on these issues before the situation reaches the critical stages. It was also noted that there were 110 less carpools this year than last year, with 389 more people being accommodated because of larger carpools.

i. Flex-time - The headquarters notice on flex-time and compressed workweek should be out shortly. The program is encouraged but will not be compulsory. It will initially be authorized for a three-year trial period. Employees should be made aware that no increased services will be provided if they elect to go to the new work schedule.

SUBJECT: Meeting of Agency Energy Committee - 3 October 1979

25X1A 3. The directorate reps were asked to direct any comments they had on various employee suggestions on energy conservation to [REDACTED], Chief, Plans and Programs Staff, OL, on extension 8131. The meeting adjourned at this point.

[REDACTED] 25X1A  
Acting Chairman  
Agency Energy Committee

Distribution:

- 1 - Each attendee
- ~~1~~ - OL/P&PS Official
- 1 - D/L Chrono

O-D/L:pat/8200 (5 Oct 1979)

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A G E N D A

Administration Management Advisory Group

Monday, 19 November 1979

*Calendae*

1500, 7D32 Headquarters

1. Approval of Minutes of 22 October 1979 meeting.
2. Discussion on Energy Conservation and Flextime - Bill M.
3. Constructive Ideas for Improving GSI Cafeteria Service.
4. Discussion of Financial Status of EAF - Bob P.
5. Access to Employee Records - Margaret S.